Tamela Gomez

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Objective

To secure a challenging position in a reputable company utilizing my skills, experience, and personal attributes in an environment that is conducive for both professional and personal development.

Experience

Batey Boriken (Owner/General Manger) Kissimmee, FL, 34741 4/2013- 12/2013

Ensured that each customer received excellent service. Responsible for driving sales, personal, and store goals. Participated in training employees; planning, assigning, and directing work. Restocked the store and maintained all inventory including purchasing. Assisted in floor moves, merchandising, display maintenance, and housekeeping before, after, and during store hours. Processed sales transactions, returns, and ensured that all related documentation is accurate and complete.

Jamaica Plain Community Center (Teacher Assistant) Jamaica Plain, MA 02130 4/2010 - 6/2011

Provided instructional services to children ages 5-6 years old. Supervised and monitored pupils in classroom, lunch areas and field trips. Assisted teacher with daily assignments and attendance.

The Northern Trust Company (Business Support Analyst) Chicago, IL, 60636 06/1998 –04/2002

Provided assistance to project staff at the Division's other locations in areas material sourcing, technical support and vender relations. Sourced and negotiated pricing. Responsible for all hardware and software needs for the Worldwide Operation & Technology Division's locally and internationally. Projects including managing Purchasing, controlling inventory, overseeing computer donation process for non-profit organizations.

Medi-Clean Inc. (Receptionist) Northridge, CA 91327 10/1994 –2/1996

Answering Phones, Customer Service, Typing Filing, Faxing, Order Request, Sorting Mail, Data Entry.

Education

Park West High School 1993-1996

-High School Diploma for accomplishing all four years of high school.

Skills

Bilingual in English and Spanish, 10 key calculator, typing 40 w.p.m, Word, Excel, and Filing.